



JOB DESCRIPTION

JOB TITLE:	Senior Project Manager		
DEPARTMENT:	Public Works, Business Assistance & Housing Services		
REPORTS TO:	Dept. Deputy Director or Director	DATE:	April, 2009
EMPLOYEE UNIT:	Management & Confidential	Supersedes:	October, 2005
EXEMPT:	Yes		

JOB SUMMARY: The Senior Project Manager is responsible to develop, implement, and manage a wide variety of major specialized City projects. Depending on assignment, the Senior Project Manager is expected to provide leadership and oversight for housing and rehabilitation programs, economic development projects, and/or construction of community facilities and related infrastructure. The Senior Project Manager works directly with City department directors, subordinate staff, consultants, contractors, brokers, and members of the community to insure that projects are well planned and executed on time and within budget. Areas of specialization include:

Housing Projects: Typical projects include affordable housing projects including new construction and rehabilitation of below-market-rate ownership and rental projects, administration of the BMR ownership and rental programs, housing rehabilitation programs, senior and mobile home repair programs and down payment assistance programs.

Economic Development Projects: Typical projects include managing a proactive business attraction and retention program, marketing efforts, small business ombudsman program, financing programs, and development of vacant commercial and industrial land.

Community Facilities Projects: Typical projects include feasibility studies and initial design assistance for the development of public buildings and facilities. Tasks may include land acquisition.

Public Works Projects: Typical projects include feasibility studies and ongoing oversight of capital improvements, maintenance and renovation projects; managing these projects to completion.

CLASS CHARACTERISTICS: This is a mid-management classification distinguished from other classes by the level of responsibility, degree of difficulty, independent thought, and action required to manage complex programs and projects. This classification may be assigned supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Deputy Director or Director of their department, other City staff, consultants, contractors, brokers, and members of the community. Additional duties may be assigned.

Common to all Project Managers:

1. Work with department directors and department staff members, architects, planners, Council-appointed commissions or committee, other public agencies, developers and others in the development and implementation of project feasibility studies, concepts, programming, planning, design, construction and other activities for assigned projects.
2. Develop, recommend and maintain accurate and current project budgets including the development of performance measures. Manage cost and quality controls in all project activities. Assist in development of procedures, policies, record-keeping and duties as required related to overall administration of CIP projects.
3. Supervise the work of contract consultants retained to provide particular expertise in project studies, programming, development, design or management. Participate in, or manage the selection, hiring and development of contracts with consulting firms.
4. Specifically responsible for coordinating consultant services among the various projects, keeping principal project managers apprised of project status, and managing all aspects of the design process.
5. Plan, prepare and communicate schedules and progress records of project activities and expenditures, and assist others in establishing project schedules and milestones. Develop critical path or project flow diagrams to plan, set and evaluate progress on project tasks.
6. Review, analyze and prepare reports and other correspondence on all activities and transaction related to assigned projects, and provide timely information and status updates on assigned projects.
7. Assemble and analyze information and prepare reports for the City Council, City departments, Council Committees and Commissions, the public and news media.
8. Give presentations and conduct meetings on all issues regarding assigned projects, both within the City organization and for Council, its committees and the citizenry. May include reports on program, feasibility, site options, budget schedule, design alternatives or construction issues.
9. Direct, supervise as directed, and coordinate the work of City staff working on assigned projects.
10. In addition, specialized duties are as follows:

Housing Projects:

1. Reviews, analyzes, and/or prepares operating and development pro-forma documents for residential projects as needed.
2. Creates and implements programs to encourage or to facilitate the rehabilitation/redevelopment of specific housing projects within the city.
3. Negotiates with developers the role of the Redevelopment Agency in new or acquisition/rehabilitation of affordable housing projects.

4. Manage BMR housing ownership and rental programs.
5. Develops and implements the City's Housing policies including recommendations to the Director and City Council, as needed.
6. Act as department director in his/her absence.
7. Gives presentations and reports, and conducts meetings on issues regarding assigned projects or programs, both within the City organization and for City Council, its committees and the citizenry as well as business organizations such as the Chamber of Commerce and Downtown Association.

Economic Development Projects:

1. Reviews, analyzes, and/or prepares operating and development pro forma documents for commercial projects as needed.
2. Prepares reports, information, and correspondence as needed for the City Council, City Redevelopment Agency, City departments, the public, and news media.
3. Creates and implements programs to encourage businesses to expand or locate to Morgan Hill.
4. Negotiates with developers the role of the City Redevelopment Agency with businesses in need of assistance from the City/Agency.
5. Gives presentations and reports, and conducts meetings on issues regarding assigned projects or programs, both within the City organization and for City Council, its committees and the citizenry as well as business organizations such as the Chamber of Commerce and Downtown Association.
6. Represents the City at meetings, conferences, and trade shows with developers, businesses, builders, non-profit and for-profit developers, other public agencies, community organizations, commercial brokers, City Council, Chamber of Commerce, Downtown Association and the public as assigned.
7. Develops and implements the City's Economic Development policies including recommendations to the Director and City Council, as needed.
8. Act as department director in his/her absence.
9. Act as the "ombudsman" for business to help them resolve issues that may arise with other City departments.

Community Facilities Projects:

1. Assists in the long-range planning of community facilities projects.
2. Prepares and provides input on the CIP annual budget and financial plan.
3. Provides support as needed to the principal project manager for design related activities including assisting with community workshops and City Council meetings.

Public Works Projects:

1. Assists in the long-range planning of public works projects.
2. Prepares and provides input on the CIP annual budget and financial plan.
3. Provides support as needed to the principal project manager for design related activities including assisting with community workshops and City Council meetings.
4. Prepare and submit grant applications for State and Federal funds.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelor's degree from an accredited college in business, public administration, planning, engineering, architecture or a related field is highly desirable. A Master's degree is preferred.
2. Four years of progressively responsible experience in professional project management for a municipal agency related to the assigned specialty.

Certificates and Licenses:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Registration as an architect issued by the State of California is required of Project Managers Assigned to Community Facilities.
3. Registration as a Professional Engineer issued by the State of California is required of Project Managers assigned to Public Works Projects.
4. Possession of a real estate license or certification as a housing or economic development finance professional is preferred for Project Managers assigned to Economic Development and Housing Projects.

Knowledge of:

1. Principles and practices of public administration and project management.
2. Procedures for planning and establishing plans, specifications, construction and inspection for City projects.
3. Design and construction principles, methods, materials and equipment.
4. Budget preparation and administration.
5. Applicable laws and ordinances.
6. Contract language administration and content.
7. Other City departments, agencies and organizations affected by capital improvement projects.

Skill in:

1. Use of common office software including Microsoft Office.
2. Evaluating alternative courses of action and reaching sound conclusions within established guidelines.

3. Making accurate calculations and preparing accurate reports and clear and concise written materials.
4. Reviewing and interpreting plans, specifications, bids and contracts.
5. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Coordinate and supervise municipal improvement projects, equipment acquisition projects and consultant studies.
2. Communicate effectively, both orally and in writing, make effective presentations.
3. Run meetings that result in decisions and continued project progress.
4. Apply and interpret project management principles and techniques including superior interpersonal team building and negotiating skills.
5. Establish and maintain effective working relationships with City officials, consultants and contractors, the general public and fellow employees.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is generally 80% indoors and 20% outdoors. Work indoors is in a temperature-controlled office; some travel is occasionally required.
2. Noise level in the work environment is usually moderate.
3. While performing the duties of this job, the employee occasionally works at construction sites, near moving mechanical parts and is occasionally exposed to the risk of electrical shock.